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TO: The Honorable City Council

FROM: David Whitaker, Director
Legislative Policy Division Staff

DATE: September 22, 2014

RE: **REVIEW OF CONTRACTS AND PURCHASING FILES**

Attached is the list of contracts and purchase orders recommended by the Finance Department, Purchasing Division for the Regular Session of September 23, 2014. All items on this list are included on the City Council Agenda for September 23, 2014 to be referred to the appropriate Standing Committee for review and report back to the City Council.

The comments and review of the Legislative Policy Division staff are printed in bold following the contracts.

Attachment

cc:	Janice Winfrey	City Clerk
	Mark Lockridge	Auditor General
	Palencia Mobley	Mayor's Liaison
	Boysie Jackson	Purchasing Division
	Irvin Corley	Legislative Policy Division
	Marcell Todd	Legislative Policy Division

Statistics compiled for the list of Contracts and Purchases submitted for referral on September 23, 2014.

Department	No. of Contracts or Purchase Orders	Detroit-Based Business Bids	Change, Extension Increases, Renewals	Located in Detroit
Fire	1	0	0	0
Plan. & Developmt.	1	0	0	1
Transportation	3	0	0	2
<hr/>				
Totals	5	0	0	3
3 Emergency Procurements		0 Detroit-Based Business Bids		

This list represents expenditures totaling \$ 506,407.00¹

Included in the total costs are the following:

City General Fund	\$	0.00
Grants Fund	\$	295,400.00
Transportation Operation Funds	\$	169,610.00
Transportation Grant Funds	\$	41,397.00

¹ This list includes: New contracts for one-time purchases and terms of 18 months, 2 years and 3 years.

TO: The Honorable City Council

FROM: David Whitaker, Director
Legislative Policy Division Staff

DATE: September 22, 2014

RE: **CONTRACTS AND PURCHASE ORDERS SCHEDULED TO BE CONSIDERED AT
THE FORMAL SESSION OF SEPTEMBER 23, 2014**

FIRE

2897849 20% City, 80% Other AFG Funding – To Provide Fire Fighter Helmets – Contractor:
Apollo Fire Equipment, Location: 12584 Lakeshore Drive, Romeo, MI 48065 –
Contract Amount: \$101,400.00

This is a One Time Purchase

Costs budgeted to General Grants Fund, Acct. 3601-240701-0-623100-13554-0-0, Appropriation for 2011 Assistance to Firefighters Grant includes available funding of \$307,848 as of September 19, 2014.

3 Bids received on Open Market for the purchase of 520 helmets. This recommendation is for the Lowest Bid received from Apollo Fire Equipment at \$195 each for a total of \$101,400.

Other bids received from: T & N Services for \$108,498 (\$208.65 each); and HE Edwards for \$145,000 (\$275 each).

Contract checklist, received Sept. 9, 2014, indicates this contract is essential for required safety equipment.

Covenant of Equal Opportunity Affidavit signed 11-20-10;

TAXES: Good Through 11-23-14 and 1-15-15;

Hiring Policy Compliance Affidavit signed 10-15-12, Employment Application submitted complies;

Slavery Era Records Disclosure Affidavit signed 10-17-15, indicating business established 1969, no records to disclose.

Previous contract was with T & N Services (No. 2853314) was approved in Nov. 2011 for a term of 2 years, from Dec. 1, 2011 through Nov. 30, 2013 for a cost of \$67,388 (at \$198.20 each for the purchase of 340 helmets). The contract included options to renew 2 additional years, Options were not exercised

Costs of this contract were increased in April 2013 by \$82,575 (provide for the purchase of 416 additional helmets at \$198.20 each) Funding for the increase was from the 2011 Assistance to Fire Fighters Grant.

PLANNING AND DEVELOPMENT

2897502 100% Federal Funding – To Provide Public Facility Rehabilitation – Contractor: North Rosedale Park Civic Association, Location: 18445 Scarsdale, Detroit, MI 48223 – Contract Period: Upon Receipt of Written Notice to Proceed and Through 18 Months Thereafter – Contract Amount: \$194,000.00

Costs budgeted to Block Grant Fund, Acct. 2001-364102-790914-651161-13645-0-0, Appropriation for N. Rosedale Park Civic Association includes available funding of \$442,000 as of Sept. 19, 2014.

Funding is from the 2013-2014 CDBG awarded for neighborhood improvement projects proposed by citizens and neighborhood groups.

Agency Project Coordinator for this contract is Don Scheible.

This contract is to provide funding toward the rehabilitation of the Agency's facility at 18445 Scarsdale used as a Community Center providing services for senior citizens and youth.

**Proposed rehabilitation to include: ADA upgrades for lobby and interior bathrooms;
Upgrades to building mechanical, electrical and plumbing;
Renovation of parking lot canopy and lighting;
Unisex bathroom near playground;
Installation of mechanical lift;
Renovation of first floor meeting room and second floor offices.**

**Budgeted costs of this contract to include: Construction for \$177,800;
Advertising costs of \$1,200; Professional Consultant costs of \$15,000 .**

Contract checklist, dated Sept. 3, 2014, indicates this contract is essential for the grant-funded services to be provided as authorized by the grant award.

**Covenant of Equal Opportunity Affidavit signed 5-20-14;
TAXES: Good Through 8-28-15 and 12-30-14;
Hiring Policy Compliance Affidavit signed 5-20-14, Employment Application submitted complies;
Slavery Era Records Disclosure Affidavit signed 5-20-14, indicating Agency established 1932, no records to disclose.**

TRANSPORTATION

2897255 20% State, 80% Federal Funding – To Provide Three (3) Police Carts – Contractor: Jorgensen Ford, Location: 8333 Michigan Avenue, Detroit, MI 48210 – Contract Amount: \$41,397.00

This contract is for a One-Time Purchase

Costs budgeted to Transportation Grants Fund, Acct. 5303-208409-000058-644600-10330-0-DOT51, Appropriation for Federal/State Capital Grants includes available funding of \$69,709,370 as of September 19, 2014.

3 Bids solicited, 2 Bids received on Open Market for the purchase of 3 carts. This recommendation is for approval of the contract with the Lowest Bid received from Jorgensen for \$13,799 each, a total of \$41,397. According to DOT, this is new equipment to be used by the recently established transit police force to respond more quickly to incidents on Transportation property.

The 2-passenger Carts are indicated to be manufactured by Polaris; Equipment includes a 24 month warranty; Purchase includes training of DOT Technicians.

Second bid received from Pifer for \$65,985 (\$21,995 each).

Contract checklist, dated Sept. 9, 2014, requests approval of the contract to procure equipment for the transit police force.

Covenant of Equal Opportunity Affidavit received 9-9-14;

TAXES: Good Through 7-17-15 and 1-15-15;

Hiring Policy Compliance Affidavit signed 4-8-13, Employment Application submitted complies;

Slavery Era Records Disclosure Affidavit signed 1-24-12, indicating business established 1999, no records to disclose.

Transportation Department - continued

2897503 100% City Funding – To Provide Court Reporting Services – Contractor: Gerald Hanson & Associates, Inc. d/b/a Hanson Renaissance Court Reporters and Video, Location: 400 Renaissance Center, Suite 2160, Detroit, MI 48243 – Contract Period: October 1, 2014 through September 30, 2016 – Contract Amount: \$70,610.00

Costs budgeted to Transportation Operation Fund, Acct. 5301-200110-000054-626100-00146-0-A3550, Appropriation for Department Operations includes available funding of \$16,459,670 as of September 19, 2014.

5 Bids solicited, 2 Bids received on Open Market for service to record minutes of ADA Local Advisory Commission meetings held the third Tuesday of every other month (6 per year).

This recommendation is for the Acceptable Bid received from Gerald Hanson & Associates for \$35,305 per year, for a term of 2 years.

Lowest Bid from Regency Court Reporting for \$31,470 rejected; Agency was unable to provide required clearances.

Costs included in this contract include: \$30 for the first hour of Local Advisory Commission meeting; \$25 per hour for every additional hour; \$4.40 per page for original transcript of the meeting; \$0.25 per page for additional copies of the transcript; \$300 for each transcription of digitally recorded meeting minutes.

Contract checklist, received Sept. 3, 2014, indicates this contract is essential for services to the Local Advisory Meetings that are required in compliance with the Americans with Disabilities Act. Local Advisory Committee meets the 3rd Tuesday of every other month.

**Covenant of Equal Opportunity Affidavit received 5-12-14;
TAXES: Good Through 7-8-15 and 12-30-14;
Hiring Policy Compliance Affidavit signed 5-15-14, Employment Application submitted complies;
Slavery Era Records Disclosure Affidavit signed 6-4-14, indicating business established 1981, no records to disclose.**

Previous contract (No. 2838831) was approved May 3, 2011 with Regency Court Reporting for an estimated cost of \$70,000 for the 2 year term from April 2011 through March 31, 2013; contract included options to renew 2 additional years; no record this contract was renewed.

Transportation Department - *continued*

2897659 100% City Funding – To Provide Floor Sweeper Parts – Contractor: Wright Tools, Inc.,
Location: 1738 Maplelawn, Troy, MI 48084 – Contract Period: October 1, 2014
through September 30, 2017 – Contract Amount: \$99,000.00

Costs budgeted to Transportation Operation Fund, Acct. 5301-200170-000055-617201-00149-0-A3550, Appropriation for Plant Maintenance includes available funding of \$11,885,807 as of September 19, 2014.

4 Bids solicited, 1 Bid received on Open Market for contract to maintain equipment.

This recommendation is for approval of the Sole Bid received for this contract. Dept. of Transportation indicates this contract is for parts ONLY; however, the bid appears to be based on hourly rates for services. Bid includes: Rate of \$125 per hour for 150 hours of service at regular work hours, Rate of \$190 per hour for 75 hours of overtime, Preventative Maintenance for \$115 per visit per vehicle. Parts from manufacturers – Minuteman and Tennant – appear to be charged at the Vendor's cost plus 20%. Service Facility is located at 1738 Maplelawn in Troy.

City Council may wish to request clarification from Dept. of Transportation, why the bid is submitted for hourly rates if the contractor is only to provide parts.

The estimated Annual Cost for this contract is \$33,000, for a term of 3 years; the contract includes options to renew 2 additional years. Vendor indicates the labor rates are good for 1 year and subject to a 7% increase each year thereafter.

Contract checklist, dated Sept. 9, 2014, indicates this contract is essential for parts to maintain and repair floor sweepers.

Covenant of Equal Opportunity Affidavit received 4-23-14;

TAXES: Good Through 10-3-14 and 1-15-15;

Hiring Policy Compliance Affidavit signed 4-23-14, Employment Application submitted complies;

Slavery Era Records Disclosure Affidavit signed 4-23-14, indicating no records to disclose.

Wright Tools previously provided D-DOT contracts: No. 2829756 approved in November 2013 to provide labor and parts to maintain Air Compressors, for \$291,839 for 1 year, from Sept. 2013 through August 2014, with options to renew 2 years;

No. 2783043, approved in April 2009, for the purchase of 4 Floor scrubbers for \$37,983.40.